



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Natural Resources Environmental Protection Division Water Quality Support Program 148 International Boulevard, Suite 800 Atlanta, Georgia 30303	Application Number 74-288-A	
Application Number		Date Received AUG 14 1978	Date Completed SEP 13 1978
2. Person to Contact Max W. Walker		Working Title Environmental Specialist	Telephone Number 656-4905
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>74-288</u> Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1966 Latest To Date		5. Records Series Title (followed by title used in office; if different) Water Quality Data and Technical Reports File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Environmental Protection Division is the State regulatory agency for water quality, air quality, solid waste disposal, and radiological health. The Division prepares regulations for proper treatment and handling of waste; provides for penalties for violations; and issues technical reports for use by federal, state and local government officials, members of the academic world and the general public. The Water Quality Support Program conducts water quality investigations of the various bodies of water throughout the state. The biological, chemical, and bacteriological characteristics of a particular body of water are studied to determine its quality. The flora and fauna are examined in both the field and the laboratory to determine the type and number of living organisms in the water. The results of the studies are published in technical reports.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Reporting and publishing the results of water quality control investigations conducted by the Environmental Protection Division. Included are: <u>bound</u> <u>Water quality reports from bodies of water in the following river basins: Altamaha, Chattahoochee, Coosa, Flint, Ochlocknee, Upper Ocmulgee, Lower Ocmulgee, Oconee, Ogeechee, Satilla, Savannah, St. Marys, and Tennessee. Statewide water quality plans, monitoring reports and investigations. Field and laboratory data sheets from water quality studies. Field and laboratory data sheets and water quality reports of the coastal region.</u> Alphabetically File is arranged: / By river basin; thereunder alphabetically by stream; thereunder chronologically by date of report.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1-1000</u> ; Seven to twelve months old <u>1-400</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>two</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. File is in published format
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? Published Reports Only- If yes, where? Library of Congress, State Library, various university libraries.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>Three</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>Permanently</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

One year will satisfy office need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) One year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

NOTE: The Department of Archives and History may allow anyone to utilize these records in the area the Archives Department has established for record study. However, removal of these records from Archives is restricted solely to Department of Natural Resources employee Max W. Walker, Environmental Specialist, Water Quality Support Program, or future designee.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Max W. Walker</i>	<i>8-2-78</i>	<i>Maria J. York</i>	<i>8-3-78</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>W.M. Dixon</i>	<i>9-12-78</i>
		<i>Charles H. H.</i>	<i>8-28-78</i>
		<i>Robert H. H.</i>	<i>9-13-78</i>



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received AUG - 6 1974	Application No. 74-288
3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Environmental Protection Division Water Quality Control Section Water Quality Surveys Service-Room 509 Health Building		4. Person to Contact Roy A. Herwig	Date Completed AUG 22 1974
		5. Working Title Program Manager	6. Tel. No. 656-4988

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1965 to Date

9. Exact Series Title
Water Quality Management Unit Subject Files

10. What is the function of the office in which this record series is created?

Water Quality Surveys Service has three basic functional responsibilities:

1. Prepare river basin plans for Georgia's 15 major river basins in accordance with the Federal Water Pollution Control Act Amendments of 1972 (P.L. 92-500)
2. Collect, interpret and evaluate chemical, physical and biological water quality data (stream analysis)
3. Provide automated data processing support to the Water Quality Control Section

11. This file contains the following documents (include form numbers and titles, if any,

Documents relating to the planning and stream analysis of river basin management units. (Each river basin is divided into geographic areas for management purposes.) Included are Water Quality Management Unit Plan; Stream Point Inventory; Facility Inventory; Unpublished Water Quality Data; Physical Data; Socio-Economic Data; Policies; Contracts; Mailing List; Hearings; Correspondence; Public Information; Internal Reports (by Agency); External Reports (by others); Mathematical Simulations; Special Projects; Work Modules; Photo Prints and Slides; Computer cards, tapes and printouts.

Files are arranged numerically by File Series Number (1 digit); thereunder numerically by Water Quality Management Unit Number; thereunder alphabetically by subject code.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers							
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-----|-----|
| 13. Is this the Record Copy of the series? Many documents stored in this series are original and constitute the Record Copy | [X] | [] |
| 14. Is there a duplication of this series in another office or agency? | [] | [X] |
| 15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. | [] | [X] |
| 16. Does the series contain classified information requiring security handling? | [] | [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | [X] | [] |
| 18. Information stored provides basis for many agency policies
Could the function be performed if the files were lost or destroyed? | [X] | [] |
| 19. Most work would have to be redone
Is the series (or major portion of it) regularly microfilmed? If yes, why? | [] | [X] |
| 20. Does the record series provide data as input to an EDP file?
Data are often compiled and reported by EDP methods | [X] | [] |
| 21. Does the record series contain documentation produced as EDP printout?
Many data are received from lab in EDP printout form | [X] | [] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | [] | [X] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?
To provide basic historical data for future policies | [X] | [] |

24. REQUIREMENTS. The following requires the files to be kept permanently years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [X] POSSIBLE HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

To trace history of the water quality program's creation and growth since inception in 1965.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [] OTHER _____, then:

- [X] Hold in the current files area _____ month(s)/ 5 year(s):
 [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
 [] Destroy.
 [X] Transfer to State Archives for permanent retention.
 [] Destroy immediately after cut-off.
 [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee [] Approved [] Disapproved	<i>P. S. Howard, Jr.</i>	8-6-74
	State Auditor/Designee [X] Approved [] Disapproved	<i>William M. Dixon</i>	8-19-74
STATE RECORDS COMMITTEE	Secretary of State/Designee [X] Approved [] Disapproved	<i>Carroll Hart</i>	8-16-74
	Attorney General/Designee [X] Approved [] Disapproved	<i>A. M. Shell</i>	8-20-74